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CONSTITUTION

AND

BY-LAWS

OF THE

Infant School & Children's Home,

CHARLESTOWN, MASS.

BOSTON:

PRINTED BY W. L. DELAND & CO.

NO. 22 CONGRESS STREET,

1870.

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## OFFICERS.

President.

MRS. G. V. HALL.

Vice President.

MRS. R. FROTHINGHAM.

Secretary.

MISS M. D. BALFOUR.

Treasurer.

MRS. W. E. SKILTON.

### Board of Managers.

Mrs. W. W. HENRY.

Mrs. SETH SWEETSER.

Mrs. FRANCIS CHILDS.

Mrs. DANIEL JOHNSON.

Mrs. O. E. EVERETT.

Mrs. JAMES M. STONE.

Mrs. E. P. CUTLER.

Mrs. A. J. LOCKE.

Mrs. A. W. GRANT.

Mrs. LIVERUS HULL.

Mrs. HERBERT CURTIS.

Mrs. NELSON BARTLETT.

### Consulting Committee.

Mr. O. E. EVERETT.

Mr. WILLIAM ABBOTT.

MR. FRANCIS CHILDS.

Mr. HERBERT CURTIS.

Mr. W. E. SKILTON.

Physician.

DR. JAMES C. NEILSON.

# CONSTITUTION.

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## OBJECT.

ARTICLE 1. THE object of this Corporation is to provide daily care and instruction for children whose parents are called from home to their work, and have none to care for them during their absence; also, to provide a temporary home for children who have none to care for them properly, until some suitable place can be found; and to receive children for adoption from parents, or legal guardians, until responsible, worthy persons adopt them.

## MEMBERSHIP.

ARTICLE 2. Any person may become a *member*, by the annual payment of one dollar; or a *life member*, by the payment of twenty-five dollars at one time; or a *patron*, by the payment of one hundred dollars at one time.

ARTICLE 3. The officers shall consist of a President, Vice President, Secretary, and Treasurer; who, together with the Physician of the Home and twelve other members of the Corporation, shall constitute a Board of Managers. Any vacancy may be filled by the Board.

## DUTIES OF THE OFFICERS.

ARTICLE 4. The President shall preside at all meetings of the Board and of the Corporation.

The Vice President shall act in the absence of the President.

The Secretary shall notify all meetings of the Corporation and of the Board; and keep a full record of their doings; and preserve with care all documents relating to the business of the Corporation.

The Treasurer shall receive and have the custody of all moneys, bonds, notes, and deeds, and other securities belonging to the Corporation, under the direction and control of the Board of Managers, or their committee appointed for the purpose.

The Treasurer shall give bonds, with securities, when required by the Board of Managers. The Treasurer shall pay no moneys but by order of the Board, or their committee duly authorized, except for the regular salaries of the officers and duly appointed employés or servants of the Home.

She (or he) shall render an account of her (or his) books, and of the funds and property in her (or his) keeping, when called upon by the Board or the Corporation. She (or he) shall make up the accounts to the last day of March, annually. On the payment of any debt secured by mortgage, the Treasurer is authorized to acknowledge satisfaction thereof, and discharge the same on the margin of the record.

The Board of Managers shall have the entire management and control of the School and Home, and of the general business and property of the Corporation. They may choose committees from their own members to perform the duties required. They shall have power to enter into and to bind the Corporation by such contracts as they may think advantageous; to appoint, annually or otherwise, all proper and necessary officers, assistants, and servants for the superintendence and management of the School and Home, with such salaries and allowances as they may from time to time fix and determine; to make all such rules and regulations for the government of such officers, assistants, and servants, and for the admission of scholars and inmates, as they may deem proper and necessary; provided that such rules and regulations shall, at all times, be subject to be altered or amended by the Corporation at their annual meeting, or at any legal meeting specially called for the purpose. They shall have full power to take any measures expedient for encouraging subscriptions, donations, and bequests; and shall apply these with fidelity to purposes and well-being of the Corporation. At every annual meeting they shall make a written report on the Treasurer's accounts, and on the general state of the School and Home; and for this purpose they shall appoint, at a previous meeting, a committee of their members. There shall be at least nine (9) members of the Board present to constitute a quorum for legal actions and meetings.

ARTICLE 5. The annual meeting of the Corporation shall be held on the second Tuesday of April, at such time and place as the Board of Managers may determine; and due notice shall be given in one or more newspapers, published in Charlestown, at least seven days previous. Special meetings of the Corporation may be called by the Board whenever they deem expedient; and it shall be their duty to call such meetings whenever so requested, in writing, by seven members of the Corporation.

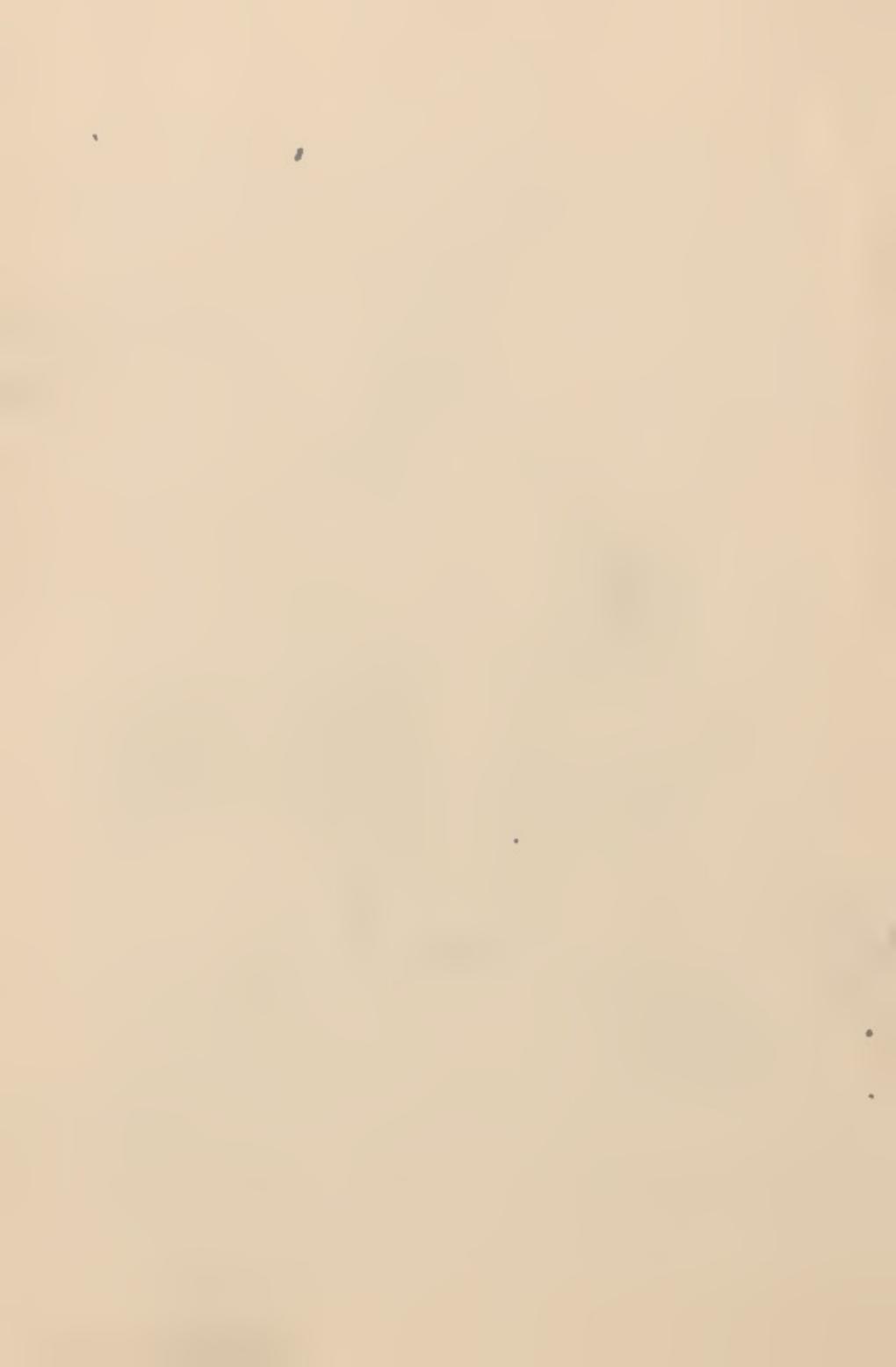
### DONATIONS.

ARTICLE 6. All moneys received by the Corporation as donations or bequests, unless the donor or testator shall otherwise prescribe, and all collections, including the annual subscriptions, may be applied to the current expenses of the institution, or to increase the permanent fund, at the discretion of the Board of Managers.

### AMENDMENTS.

ARTICLE 7. Any amendments of the Constitution or By-laws, proposed at a legal meeting of the Corporation, shall be acted upon at a subsequent meeting, specially called; and in the notice of the meeting the proposed amendments shall be inserted, one week, at least, intervening. It shall be required, to adopt any amendment, that two-thirds of the members present shall vote in the affirmative.









## BY-LAWS.

ADOPTED SEPTEMBER 11, 1869.

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1. Regular evening meetings of the Association, for sewing, shall be held on the third Tuesday of each month, except June, July, and August.

2. The Home shall be under the charge of a Matron, whose duty it shall be to keep the same in good order; she shall act as a teacher of the children when necessary; she shall keep an accurate account of the expenses, in detail, and submit monthly reports of same to the Board of Managers; she shall also keep a register, containing the names, ages, and places of birth of the children, together with all other particulars in relation thereto that she can obtain, reporting the same to the Secretary of the Association.

The books of the Matron shall always be open to the inspection of the Board.

3. A physician shall be appointed, who will give advice gratis for the Home inmates.

4. A committee of two from the Board shall be appointed, whose duty shall be to visit the Home weekly, and see the condition of all things therein.

5. A committee of three of the Board shall be appointed to make all necessary purchases for the Home.
6. A committee of three shall be appointed to attend to the cutting and preparation of the work of the Association.
7. A committee of two shall be appointed to act as a Finance Committee.
8. An Auditor of Accounts shall be appointed by the Board.
9. A committee of two shall be appointed, whose duty shall be to see that all assessments are collected.
10. A committee of three shall be appointed to decide in regard to applications for admission of children to the Home.



